

# ORDER FOR SUPPLIES OR SERVICES

PAGE 1 OF 9

IMPORTANT: Mark all packages and papers with contract and/or order numbers.

1. DATE OF ORDER 05/30/2013	2. CONTRACT NO. (If any) GS-O2F-C040M	6. SHIP TO a. NAME OF CONSIGNEE MARY GRADY OSC
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3. ORDER NO. WP-013R-00698	4. REQUISITION/REFERENCE NO. PR-OGC-13-00009
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5. ISSUING OFFICE (Address correspondence to) BPOD US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460	b. STREET ADDRESS	c. CITY	d. STATE	e. ZIP CODE
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7. TO: (b)(4)	f. SHIP VIA
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a. NAME OF CONTRACTOR RWD ELSEVIER, INC.	8. TYPE OF ORDER
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b. COMPANY NAME	<input type="checkbox"/> a. PURCHASE <input checked="" type="checkbox"/> b. DELIVERY
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c. STREET ADDRESS 9443 SPRINGBORO PIKE (b)(4)	REFERENCE YOUR:  Please furnish the following on the terms and conditions specified on both sides of this order and on the attached sheet, if any including delivery as indicated.
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d. CITY MIAMI SPRING	e. STATE OH	f. ZIP CODE 433424425
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9. ACCOUNTING AND APPROPRIATION DATA See Schedule	10. REQUISITIONING OFFICE Office of the General Counsel
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11. BUSINESS CLASSIFICATION (Check appropriate box(es)) <input type="checkbox"/> a. SMALL <input checked="" type="checkbox"/> b. OTHER THAN SMALL <input type="checkbox"/> c. DISADVANTAGED <input type="checkbox"/> d. WOMEN-OWNED <input type="checkbox"/> e. HUBZone <input type="checkbox"/> f. SERVICE-DISABLED VETERAN-OWNED <input type="checkbox"/> g. WOMEN-OWNED SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOSB PROGRAM <input type="checkbox"/> h. EDWOSB	12. F.O.B. POINT
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13. PLACE OF a. INSPECTION Destination	b. ACCEPTANCE Destination	14. GOVERNMENT B/L NO.	15. DELIVER TO F.O.B. POINT ON OR BEFORE (Date)	16. DISCOUNT TERMS
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## 17. SCHEDULE (See reverse for Rejections)

ITEM NO (a)	SUPPLIES OR SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	DUNS Number: (b)(4) TOPO: MARY GRADY  Continued ...					

SEE BILLING INSTRUCTIONS ON REVERSE	18. SHIPPING POINT	19. GROSS SHIPPING WEIGHT	20. INVOICE NO.	17(i) TOTAL (Cont. pages)	
	21. MAIL INVOICE TO				
	a. NAME RTP Finance Center			\$4,152,340.00	17(j) GRAND TOTAL
	b. STREET ADDRESS (c. P.O. Box) US Environmental Protection Agency RTP Finance Center Mail Drop D143-02 109 TW Alexander Drive			\$4,152,340.00	
c. CITY Durham	d. STATE NC	e. ZIP CODE 27711			

22. UNITED STATES OF AMERICA BY (Signature)	23. NAME (Typed) Kathryn Barton TITLE: CONTRACTING/ORDERING OFFICER
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**ORDER FOR SUPPLIES OR SERVICES**  
**SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers.

DATE OF ORDER

CONTRACT NO.

ORDER NO.

05/30/2013

GS-C2F-0048X

HP-G13H-C0698

ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCUMULATED (g)
	Admin Office: EPOC US Environmental Protection Agency Ariel Rios Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3803R Washington DC 20460 Period of Performance: 07/01/2013 to 06/30/2018					
0001	Monthly Charge for Database Usage at \$66,332.00/month in accordance with the attached statement of work (SOW) and your proposal dated May 6, 2013 in response to RFQ 774718, which is hereby incorporated by reference  Accounting Info: 12-13-B-39X-ZZZNF9-2504---1339X3R003-0 01 BFY: 12 EFY: 13 Fund: B Budget Org: 39X Program (PRC): ZZZNF9 Budget (BOC): 2504 DCN - Line ID: 1339X3R003-001 Funding Flag: Complete Funded: \$7,182.40 Accounting Info: 12-13-B-39X-ZZZNG1-2504---1339X3R003-0 02 BFY: 12 EFY: 13 Fund: B Budget Org: 39X Program (PRC): ZZZNG1 Budget (BOC): 2504 DCN - Line ID: 1339X3R003-002 Funding Flag: Complete Funded: \$39,587.74 Accounting Info: 13--T-39X-ZZZNF9-2504-HQ00BM00--1339X3 R003 003 BFY: 13 Fund: T Budget Org: 39X Program (PRC): ZZZNF9 Budget (BOC): 2504 Job #: HQ00BM00 DCN Line ID: 1339X3R003-003 Funding Flag: Complete Funded: \$18,600.00 Accounting Info: 13-14-B-39X-ZZZNF9-2504---1339X3R003-0 04 BFY: 13 EFY: 14 Fund: B Budget Org: 39X Program (PRC): ZZZNF9 Budget (BOC): 2504 DCN - Line ID: Continued ...				(b)(4)	
TOTAL CARRIED FORWARD TO 1ST PAGE (III M 17(H))					\$795,984.00	

**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

PAGE NO

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IMPORTANT: Mark all packages and papers with contract and/or order numbers

DATE OF ORDER

CONTRACT NO.

ORDER NO

05/30/2013

GS-02F-0048M

EP-G13H-00698

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
0002	1339X3R003-004 Funding Flag: Complete Funded: \$730,613.86  CDC's - THIS IS A NOT TO EXCEED AMOUNT for additional services in accordance with the SOW  Accounting Info: 12-13-B-39X-ZZZNF9-2504 1339X3R003-0 01 BFY: 12 EFY: 13 Fund: B Budget Org: 39X Program (PRC): ZZZNF9 Budget (BOC): 2504 DCN - Line ID: 1339X3R003-001 Funding Flag: Complete Funded: \$2,000.00				(b)(4)	
0003	Monthly Charge for Database Usage at \$67,669.00/month (Option Line Item) 05/01/2014				(b)(4)	
0004	CDC's - THIS IS A NOT TO EXCEED AMOUNT for additional services in accordance with the SOW (Option Line Item) 05/01/2014				(b)(4)	
0005	Monthly Charge for Database Usage at \$69,012.00/month (Option Line Item) 05/01/2015				(b)(4)	
0006	CDC's - THIS IS A NOT TO EXCEED AMOUNT for additional services in accordance with the SOW (Option Line Item) 05/01/2015				(b)(4)	
0007	Monthly Charge for Database Usage at \$70,392.00/month (Option Line Item) Continued ...				(b)(4)	

TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))

\$2,490,756.00

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**ORDER FOR SUPPLIES OR SERVICES  
SCHEDULE - CONTINUATION**

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IMPORTANT: Mark all packages and papers with contract and/or order numbers

DATE OF ORDER

CONTRACT NO.

ORDER NO

05/30/2013

GS-O2F-0048M

SP-GL3E-00638

ITEM NO (a)	SUPPLIES/SERVICES (b)	QUANTITY ORDERED (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	QUANTITY ACCEPTED (g)
	05/01/2016					
0008	ODC's - THIS IS A NOT TO EXCEED AMOUNT for additional services in accordance with the SOW (Option Line Item) 05/01/2016				(b)(4)	
0009	Monthly Charge for Database Usage at \$71,800.00/month (Option Line Item) 05/01/2017				(b)(4)	
0010	ODC's - THIS IS A NOT TO EXCEED AMOUNT for additional services in accordance with the SOW (Option Line Item) 05/01/2017				(b)(4)	
	The obligated amount of award: \$797,984.00. The total for this award is shown in box 17(i).					
TOTAL CARRIED FORWARD TO 1ST PAGE (ITEM 17(H))					\$865,600.00	

## STATEMENT OF WORK

**1. BACKGROUND:** The US Environmental Protection Agency (EPA) is an independent federal agency whose mission is to protect human health and the environment. The legal work of the Agency is performed by attorneys in the Office of General Counsel (OGC); the Office of Enforcement and Compliance Assurance (OECA), the ten EPA Regional Offices, by attorney-advisers in EPA's program offices (such as the Office of Air and Radiation), and by administrative judges and attorneys in the Environmental Appeals Board and Office of Administrative Law Judges. EPA also employs law students on a temporary basis under several programs such as summer honors and legal fellowship programs.

Although most of EPA's attorneys practice in the area of environmental law, there are attorneys who practice in other fields such as:

- Intellectual property
- Government contracts
- Claims, property, and appropriations law
- Federal sector employment and labor relations
- Assistance law (grants and interagency agreements)
- Information law (FOIA and Privacy Act)
- Native American tribal law
- Natural resources law (including endangered species, historic preservation)
- Civil rights law
- International environmental law

EPA's attorneys work closely with attorneys at the US Department of Justice (DOJ) to represent the Agency in court challenges to agency actions (such as regulations), appeals of enforcement cases, and Supreme Court litigation.

The EPA OGC seeks a contractor to provide cost-effective electronic legal and non-legal research information and services to support the Agency's mission. These services will be used by the Agency's attorneys, administrative law judges, law clerks, civil and criminal investigators, and certain non-legal staff, e.g. EPA librarians. There are approximately 1,500 potential users of such services located nationwide.

**2. REQUIREMENTS:** The contractor shall provide the following electronic information and services to all approved Agency users:

### 2.1 Databases

#### A. Mandatory databases

**1) Legal databases**—Unlimited access to a broad spectrum of legal information including, but not limited to:

- Primary source materials such as federal and state court opinions, statutes, codes, regulations, a comprehensive collection of EPA administrative materials such as decisions and policy and guidance documents, other federal and state administrative

## STATEMENT OF WORK

decisions, federal and state policy and guidance documents, federal and state legislation, federal legislative history materials including a comprehensive collection of EPA-related legislative histories, foreign legal information, federal and state court rules, and legal forms.

- Secondary source materials such as case digests, legal encyclopedias, American Law Reports (ALR), federal and state briefs including petitions for writ of certiorari to the US Supreme Court, treatises, federal and state practice guides, law reviews, annotated versions of the US Code and Code of Federal Regulations, and citator services.
- Federal (i.e. PACER) and state docket information, including access to electronic dockets and documents, ability to track specific dockets, the ability to set up alerts for new dockets, and the ability to perform a single-query search which searches across multiple courts simultaneously. All documents available electronically on dockets are to be provided at no additional charge.
- Federal sector employment and labor relations law materials including decisions from the EEOC, MSPB, and FLRA, federal sector arbitration decisions, arbitrator biographies, practice guides, Agency policy and guidance documents and manuals.

**2) Non-legal databases** – Unlimited access to a broad spectrum of non-legal information including, but not limited to:

- full text of international and domestic newspapers, newswires, magazines, and journals
- transcripts of television and radio broadcasts
- patent and trademark information

**3) Public records databases** – Unlimited access to:

- publicly available information on companies including names, addresses, phone numbers, officers, state of incorporation, and registered agent.
- publicly available information on individuals including motor vehicle registration, voter registration, drivers licenses, death records, marriage and divorce records, professional licenses, and real and personal property records
- filings such as bankruptcy, judgments, verdicts, and liens
- criminal records (federal, state, and local) such as arrest and conviction information
- credit header information

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### 4) **Financial databases** –Unlimited access to:

- Public and private US and foreign company profiles including nature of business, NAIC codes, number of employees, names and titles of officers, sales data, parent and subsidiaries, locations, and other hierarchical information on internal company structure
- industry analysis reports
- Dun & Bradstreet -- Dun's Market Identifiers: US and non-US

### B. **Non-Mandatory/Optional databases** – The Agency is interested in acquiring unlimited access to the following materials and services for all approved Agency users.

- Environmental law treatises and practice guides written by authorities in the environmental field.
- Native American tribal codes, regulations, and opinions. The Navajo Tribal Code is of particular interest.
- Intellectual property treatises and practice guides written by authorities in the intellectual property field.
- Federal practice materials, written by authorities in the field, which provide extensive discussions of the federal rules of civil and criminal procedure, federal rules of evidence, and litigation in federal courts.

### C. **Out of Scope Database Usage** – A limited number of Agency users will be granted access to out-of-contract databases, to be charged on an hourly or transactional basis. The designated Agency point of contact **only** will have the authority to request that special IDs and passwords for this out-of-contract usage be issued. Charges for these services will come out of the ODC CLIN.

### 2.2 **Company information** – The contractor shall provide features which perform a search about a particular company, simultaneously gathering basic company information, court opinions or administrative decisions, in which the company is a party, news articles about the company, and other related information.

### 2.3 **Features.** The contractor shall provide the following features:

- Access to a single-query search engine with the capability of searching multiple databases simultaneously.
- Access to alert services which can track new cases, regulations, legislation, articles, and related materials.

## STATEMENT OF WORK

- Ability to automatically check citation and quotation accuracy in briefs or other user-provided documents.

**2.4 Printing, downloading and emailing:** The contractor shall provide printing, downloading, and emailing of documents. This service is to be included in the contractor's monthly charge (no addition funds/charges are authorized).

**2.5 Support Services – Training:** The contractor shall:

- provide training classes free of charge. Training **may** be in a classroom setting or on an individual basis, at vendor training facilities or on-site at all Agency locations, or via webinar.
- provide webinar training using Agency-approved software.
- also provide free of charge training materials such as database directories, manuals, and current awareness newsletters.
- assign a training consultant to each EPA location to schedule and present training sessions, if providing live training.

**2.6 Customer service:** The contractor shall:

- provide toll free customer assistance to Agency users during EPA business hours as well as evenings and weekends.
- assign a representative to service the Agency's account. The representative shall acknowledge Agency requests for assistance within one business day and provide resolution of the request for service within three business days. The representative shall advise the Agency of any changes or updates to the service. The representative shall meet with an Agency point of contact on a quarterly basis to review the Agency's usage of the service and to discuss any issues which may arise.

**2.7 IDs and Passwords:** Each EPA user must have an individual ID and password. Procedures for the issuance of user IDs will be established between the contractor and the Agency in order to control assignment of IDs. The contractor shall work with the COR or designated Agency points of contact to issue IDs and passwords. The contractor shall provide the ability to create, delete, and edit Agency IDs through an on-line database.

A limited number of Agency users, i.e. EPA's criminal investigators, shall be granted full 5(a) access to public records databases which contain full social security numbers and other sensitive personally identifiable information. The contractor will work with the Agency to identify these users and assist them in gaining access to this information. The remainder of the Agency's users will be granted 5(b) access unless authorized by the Agency's designated point of contact.



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- 2.8 Reports:** The contractor shall provide reports on request to the Agency point of contact concerning Agency usage of the databases. The contractor shall also provide access to Agency invoices and usage data through an on-line database.
- 2.9 Accessibility.** The contractor shall provide access to databases 365 days per year, 24 hours per day. EPA users must be able to access databases using EPA-supplied PCs and laptops, as well as mobile devices such as Blackberry, iPhone, iPad, and Android. Users must also be able to access databases at alternate work locations such as at their residences, using their personal PCs and laptops, either by dial-up or broadband.

The vendor shall provide assistance to Agency users with disabilities who may need special help in accessing databases.